

Strategic Planning Training Group

Adopter Subcommittee

May 12, 2004

Meeting Date	May 12, 2004 10:45-11:30 am ET
Attendees:	<p>Chair: Edith Zang Ph.D. Institute for Cancer Prevention</p> <p>Participants: David Fenstermacher PhD Abramson Cancer Center Edwin Quick MMI, OHSU Naveen Vinukanda MS, Institute for Cancer Prevention Brian Pittman MS, Institute for Cancer Prevention</p> <p>Absent: Shannon McWeeney, OHSU</p> <p>NCI: Marsha Reichman Ph.D. Lenora Johnson, Lynette Grouse, Leslie Derr</p> <p>Booz Allen Working Group Coordinator: Cait Cusack</p>
Agenda	<ol style="list-style-type: none"> 1. Discuss Mission 2. Discuss Immediate Tasks and Delivery Dates 3. Other Issues and Concerns 4. Confirmation of next meeting
1. Discuss Mission	<p>Edith proposed as our mission statement as:</p> <p>"To design standards, protocols and templates for the development of adopter training materials, and to set common standards for the documentation and evaluation of caBIG tools, in order to ensure consistency in these procedures across adopters and other groups within the caBIG program"</p>
2. Discuss Immediate Tasks and Delivery Dates	<p>We had lengthy discussions in trying to flesh out our immediate tasks</p> <ol style="list-style-type: none"> 1. Identify current training tools- <ul style="list-style-type: none"> o listserv, webcast, Centra and so forth. The overall Strategic Planning Group has done a fair amount of work in this area and we will check with them on where this stands o Look at current caBIG tools and what is available in that space 2. Develop SOPs for evaluation tools, training materials for adopters, protocols for adopting caBIG tools <ul style="list-style-type: none"> • Need to set up some guidelines so that adopter sites are

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	<p>performing activities in the same way across sites and across projects</p> <ul style="list-style-type: none"> Once these SOPs are developed will plan to share across all the groups via the liaisons to collaborate on their format and achieve standardization across the groups <p>3. There was a long discussion around defining the adopters</p> <ul style="list-style-type: none"> The group that is adopting new applications <ul style="list-style-type: none"> How do they evaluate the tools The group that is adopting existing tools <ul style="list-style-type: none"> Integration and intra-operability of the tools-once the tools are brought in house how do they evaluate if all the tools work together The adopter users will be evaluating and testing tools; the end user is using the polished products <p>4. It is envisioned that the developers will partner up with the adopters, with the developers taking a lead in developing the training materials for the adopters</p> <p>5. It is envisioned that this all will work as a Pipe-line:</p> <ul style="list-style-type: none"> The adopters get their tools, documentation and training materials from what the developers have done The adopters have their own training materials developed as they adopt the tools These tools-are pushed out to the communications group for the greater community <p>6. Our role is to develop the standards, protocols and templates for how these training materials are developed, setting the standards of documentation so that they are consistent across all groups</p>			
	<p>3. Other Issues and Concerns</p> <p>1. Question was raised over the need for a separate User subcommittee, as adopter groups will be working very close with the Users. "users are users"</p>			
	<p>Action Items:</p>			
	Name Responsible	Action Item	Date Due	Notes

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	NCI and Cait Cusack	Identify training materials available for current caBIG tools	5/26/04	
	Adopter Subcommittee Group	Framework for Project Plan	6/29/04	
	Adopter Subcommittee Group	Project Plan	9/1/04	
	Institute for Cancer Prevention	Circulate an outline for developing SOPs	5/19/04	
	Adopter Subcommittee Group	Broad Framework for SOPs	6/29/04	

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